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ROUTING AND RECORD SHEET				
SUBJECT: (Optional) First Quarter FY-87 Activity Report				
FROM: C/SD/OL []		EXTENSION []		NO. []
		DATE 12 January 1987		
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) STAT STAT
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12 January 1987

MEMORANDUM FOR: Chief, Information Management Support Staff, OL

FROM: [REDACTED] Chief, Supply Division, OL 25X1

SUBJECT: Supply Division's First Quarter FY-87 Activity Report 25X1

Attached is Supply Division's first quarterly report for FY-87. If you have any questions or require further information please contact [REDACTED] on [REDACTED]

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17 DEC 1986

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Personnel & Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Facilities Management Division, OL
Chief, Printing & Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate & Construction Division, OL
Chief, Supply Division, OL

FROM:

Chief, Information & Management Support Staff, OL

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SUBJECT:

Reminder of Current and Upcoming Planning
Requirements

REFERENCE:

FY 87 OL Planning Calendar and Planning Guide

1. This is to remind you that updated milestone charts, as of the end of the 1st Quarter, for all your FY-87 Directorate- and Office-level objectives are due in IMSS by 31 December 1986. In addition, you should be prepared to brief the Director of Logistics (D/L) on all of your objectives at the first biweekly following the end of the quarter.

2. Please type at the bottom of each milestone chart a brief description of activity on the objective during 1st Quarter FY 87, noting those that have been completed, those that are on schedule, and those that are not on schedule, with a description of problems and proposed solutions for the latter.

3. Since the next OL Quarterly will be scheduled for approximately the third week in February, it is imperative that you submit to us by 9 January a synopsis of your 1st-Quarter significant activities, listed in the order of their importance. This will enable us to prepare the "Overview" and have slides made in time for the "Dry Run."

4. As in the past, individual presentations will precede the "Overview." The D/L wants talks on subjects that will be educational and will help logisticians to do their jobs better. has already been selected to speak on CIAS. So that we can recommend other interesting and timely agenda topics for the D/L's approval, please call on extension no later than 31 December--earlier if possible--with suggested topics and speakers.

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SUBJECT: Reminder of Current and Upcoming Planning Requirements

Distribution:

- 1 - Each Addressee
- 1 - C/B&FB/OL
- 1 - OL/IMSS Official
- 6 - OL/IMSS (w/milestone charts)
- 1 - OL/IMSS Chrono
- 1 - OL Reader

OL/IMSS: (16 Dec 86)

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